



Online Address Proof Document Upload

Banking Relationship / Cards Relationship

List of acceptable (self-attested) address proof documents for individuals:

- Valid Passport
- Voter's ID card issued by the Election Commission of India
- Valid Driving license
- Aadhaar Card** issued by the Unique Identification Authority of India
- Job card issued by NREGA duly signed by an officer of the State Government

For any clarification/ further information pertaining to address proof requirements, please contact Citiphones/ Relationship Manager.

**By submitting a copy of your Aadhaar Card to Citibank, you confirm and agree that the Bank has duly explained to you that submission of Aadhaar Card is no longer mandatory and you have the option to submit any one of the above documents towards submission of KYC / proof of address document.

- You are providing your Aadhaar card as an officially valid document proof to Citibank voluntarily and hereby authorize Citibank to use your Aadhaar as proof of address/KYC document in accordance with extant rules and regulations.
- In case you are submitting/uploading copy of your Aadhaar card, **make sure to blacken out the first 8 digits of Aadhaar number** so that they are not visible. Please also **ensure that the last four digits are visible** on the Aadhaar card before submitting/uploading, **in the absence of which Citibank will reject the Aadhaar document.**

NRI Relationship

List of address proof documents (Officially Valid Documents - OVD) required: (self-attested copy for any one of the following):

- Valid Passport with address page
- Valid Driving license with address page
- Documents issued by Government departments of foreign jurisdictions containing address on it
- Letter issued by Foreign Embassy/Mission in India mentioning address (for foreign passport holder only)
- Overseas Citizen of India (OCI) card

In case, you do not have any one of the above proofs for your residence or communication address, please submit one of below address proofs **along with one of the above OVD documents*** -

- Utility bill not more than two months old of any service provider (electricity, telephone, post-paid mobile phone, piped gas, water bill);
- Property or Municipal tax receipt;
- Pension or family Pension Payment Orders (PPOs) issued to retired employees by Government Departments or Public Sector Undertakings, if they contain the address;
- Letter of allotment of accommodation from employer issued by State Government or Central Government Departments, statutory or regulatory bodies, public sector undertakings, scheduled commercial banks, financial institutions and listed companies and leave & license agreements with such employers allotting official accommodation.

*The address mentioned on the submitted OVD document list will be updated as your permanent/alternate address.

Please Note:

- You can submit address change request through Citibank Online
- The total maximum allowable attachment size is 2 MB
- File format can be either PDF or TIFF